

## 7.6 SCORING

The options under the Scoring menu are ScanTools File, Manual Entry, Challenge Test Item(s), and Clear Test Scores for a Class. These options allow you to score academic tests, non-academic tests, and questionnaires. Note that you select and score each test individually, even component tests that comprise a multipart test. A multiple part test is actually any combination of other test types. Each component test carries a user-assigned percentage of the total weight assigned to the combined test. As each part is administered and scored, students' grades are retained within MCAIMS. After all parts have been administered and scored, MCAIMS recalculates and assigns a grade for the multiple part test (based on the weights assigned to each part). The final grade on the multipart test is used to update GPAs and class standings.

The following steps summarize how to access this option under the Scoring menu.

1. Click on the Magnifying Glass icon. The Select an Approved Course selection list box (Figure 7-01) is displayed.
2. Highlight and select an Approved course. The Evaluation Management window (Figure 7-02) opens.
3. Choose the Scoring option on the menu bar. The Scoring drop-down menu (Figure 7-65) is displayed.

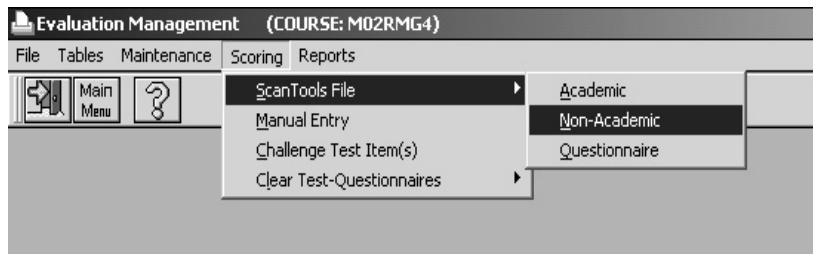


Figure 7-65. Scoring Drop-down Menu

4. Choose the desired option.

### 7.6.1 ScanTools File

This option allows you to score test results provided in a data file produced by ScanTools II. The instructions below describe how to process the data on the flat files for academic tests, non-academic tests, and questionnaires. Refer to Appendix C for instructions on producing the scanned data.

**WARNING:** In order for the scoring process to proceed correctly, you must be very diligent in making three selections: (1) the correct class, (2) the correct test, and (3) the correct data file containing student responses.

- If you select the correct test and data file but the wrong class, you may receive a number of individual messages on each student whose SSN does not appear in the class roster. These messages could indicate that you have selected the wrong class or data file. If you suspect this is the case, click the Quit button to exit the scoring function.
- If you select the correct class and data file but the wrong test, MCAIMS will score the wrong test with potentially disastrous results for each

student's score, class standing, and GPA. Your only recourse when you discover this mistake is to clear test scores, which can be time consuming.

- If you select the correct class and test but the wrong data file, you may receive a number of individual messages on each student whose SSN does not appear in the class roster. These messages could indicate that you have selected the wrong class or data file. If you suspect this is the case, click the Quit button to exit the scoring function.

At the end of the scoring process, MCAIMS will allow you to print a series of reports. Choose the Yes option to verify your test results. If you suspect that you have selected the wrong class, test, or data file, you can clear test scores and restart the scoring process.

**HINT:** Ensure that you select the correct data file to score because MCAIMS cannot make this determination for you. If you are unsure about the contents of the data file, check it out under ScanTools II software before proceeding with the scoring function. Refer to Paragraph C.3.3, Post-Scan Actions, under Appendix C.

**HINT:** Before you begin scoring, ensure that the data file has not already been scored if you wish the data to be treated as an original scoring. Otherwise, the system invokes the Max Retest value. If the test has already been scored, select Clear Test Scores for a Class. The test data will then be treated as an original scoring.

#### 7.6.1.1 ScanTools File - Academic

This option allows you to score test data produced by ScanTools II software for an academic test.

When you score a test for all or just a few students, the system initiates two calculations:

- GPA for those students with a valid test score.
- Class standings for everyone except those who have previously been individually dropped.

**HINT:** Results for non-academic tests are used for historical purposes only. Results for academic tests (which are based on learning objectives) are used to compute a student's GPA and class standing. However, sometimes you may want to administer and score an academic test but prevent the test score from impacting the student's GPA and class standing. In those circumstances (e.g., when you administer preliminary or pop tests), you can clear the test results (Paragraph 7.6.4).

- The test data produced in a scanning session may contain responses for multiple versions of the same test.
- The process for scoring test responses produced by a scanner takes into consideration any test items that may have previously been challenged.
- Scoring test data that were previously scored as an academic test (i.e., a retest) invokes the Max Retest value. The value of the subsequent test assigned at the Class record or the student's actual score (whichever is lowest) will be recorded and retained along with all

previous scores. However, only the retest score is used in computing GPAs/Class Standings.

- If you score test data for a test that has already been scored, the system automatically invokes the Max Retest value for a retest.
- If you wish to rescore test data that you want to function as the original scores (i.e., not invoke the Max Retest value), you must first choose the option Clear Test Scores for a Class.

**HINT:** If you are scoring a data file that you want to be treated as original scores, ensure that no scores already exist for the test record. If scores exist, clear the existing scores (Paragraph 7.6.4) so that the test data will then be treated as an original scoring. Otherwise, the system will invoke the Max Retest value established on the class record.

1. From the Scoring drop-down menu (Figure 7-65), choose ScanTools File. Then choose Academic. The Processing Scanner Output from Form No. 30423 dialog box (Figure 7-66) opens.

TEST ID	TEST TYPE	TEST TITLE
0191X	SUBJECTIVE	TECHNIQUES OF MILITARY INSTRUCTION
0321X	WRITTEN	NBC/AV/ENG EXAMINATION
0344X	SUBJECTIVE	COMBAT ORDERS FORMAT EXAMINATION
0359X	WRITTEN	DEFENSE EXAMINATION
0368X	SUBJECTIVE	TACTICAL DECISION MAKING EXAMINATION
0398X	WRITTEN	OFFENSE EXAMINATION

Figure 7-66. Processing Scanner Output from Form No. 30423

2. Referring to Table 7-36, choose the class and test you wish to score for the desired test.

Table 7-36. Processing Scanner Output from Form No. 30423

ITEM	DESCRIPTION
Class Status	Non-editable field depicting the status of the selected class.
Crs/FY/Class	Drop-down list from which you may choose the desired class.
MP TestID	Non-editable field depicting the multipart test ID (if applicable) for the highlighted test. Note that each component test of a multipart test is scored separately.
Test ID	Non-editable field depicting the test identifier of all available locked tests.
Test Type	Non-editable field depicting the test type of the corresponding test. If a Scaled Credit test is selected, the percentages applied to each answer will appear in the lower left corner of the dialog box (e.g., A=100%, B=90%, C=80%).
Test Title	Non-editable field depicting the title of the corresponding test.

3. Click on Continue. The Open File dialog box opens under the Backups folder of MCAIMS. Select the data file containing test

responses for the class/test you wish to score. The system performs student and test version checks.

**WARNING:** Ensure that you select the correct data file for the class and test you have already selected. MCAIMS cannot determine if you select the wrong file. If you select the wrong data file, MCAIMS could score the test responses against a test, with potentially disastrous results for scores, class standings, and GPAs. A number of messages advising that a student is not in the class (Figure 7-67) could indicate you have selected the wrong data file. If you suspect you have selected the wrong data file, click on the Quit button to exit the scoring function. No student records will be erroneously scored.

- a. If the system does not recognize an SSN for anyone in the test data for this class, a message so advises you and presents three scenarios to you (Figure 7-67).

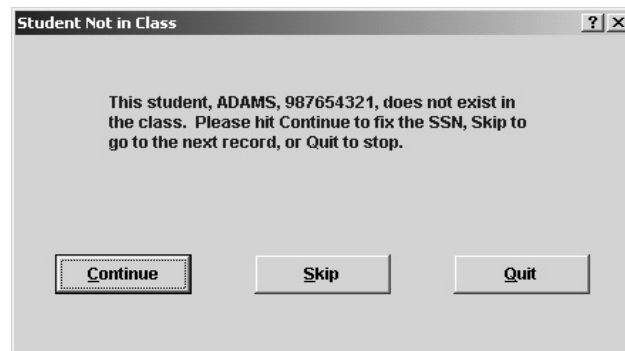


Figure 7-67. Student Not in Class

- (1) If you wish to re-enter the SSN, click on Continue. The Enter SSN for Class dialog box (Figure 7-68) opens.

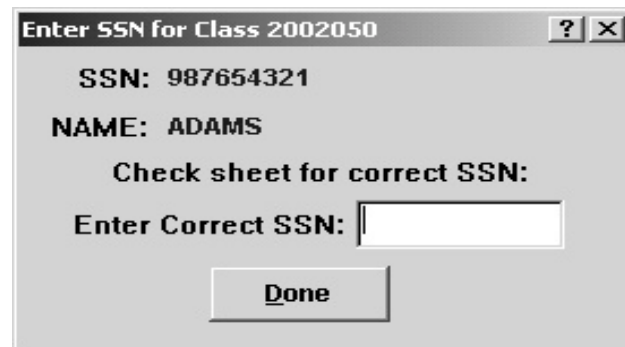


Figure 7-68. Enter SSN for Class

- (a) Re-enter the correct SSN (with no spaces or dashes) in the field.
  - (b) Click on Done. The system resumes scoring.
- (2) If a student response mistakenly appears in this data file (e.g., bubble sheet scanned with the wrong stack of answer sheets), click on skip. The student is not scored and the system advances to the next data item (student) in the file.

- (3) If you suspect you have selected the wrong data file for scoring, click on **Quit**. No student records are scored and you receive a message so advising you. Click on **OK** to return to the Evaluation Management window.
- b. If the system identifies a missing or invalid test version, the Invalid Version dialog box (Figure 7-69) opens so that you can select the correct version in the drop-down list.

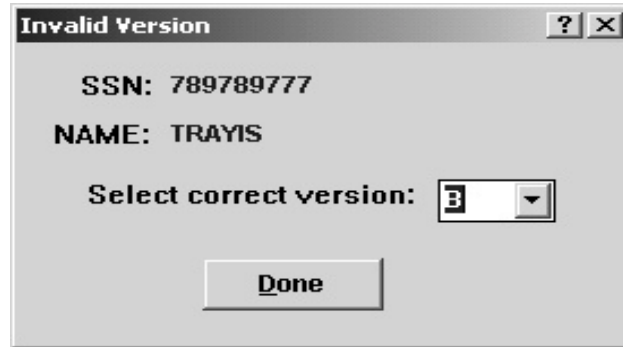


Figure 7-69. Invalid Version

- (1) Make a selection in the drop-down list.
- (2) Click on **Done**. The system resumes scoring.
4. After performing student and test version checks, the system begins recording responses from the ScanTools Download File and computing scores. Then a meter bar displays the system progress in calculating statistics, updating databases, and writing student GPAs. Upon completion of this process, a message inquires if you wish to run evaluation reports. Click on **Yes** or **No**.
- a. If you select **Yes**, the system presents a series of reports described in Table 7-37.

**WARNING:** Run the reports to verify that you have scored the correct data file against the class and test. If you receive unexpected results, you may need to clear the test scores and re-score the test with the correct data file.

Table 7-37. Evaluation Reports

ITEM	DESCRIPTION
Test Statistics for Test ID	Includes mean, median, mode, standard deviation, number of perfect scores, number tested, number passed and number failed. Note that scores for retests will have lower statistics due to the Max Retest value.
Test Results Report	Includes students listed by name, SSN, test version, and score.
Individual Responses Report	Lists each test version scored and identifies the number and percentage of responses for each possible response (A to E and N/R or no response) to a question. The correct answer to each question is identified with an asterisk.
Absentee Report	Lists the students by name, SSN, rank, and platoon.
Failure Report	Lists the students by name, SSN, rank, platoon, test version (if appropriate), and score.

ITEM	DESCRIPTION
Scanning Error Report	Includes the number of sheets scanned and the number of sheets successfully and unsuccessfully scanned. The report includes the following two lists, by SSN and name, if appropriate: a list of students not assigned to the class and a list of students with duplicate records (i.e., same SSN). In each case, no scores were recorded for such students.

- b. If you select **No**, the system produces only the Scanning Error Report.

#### 7.6.1.2 ScanTools File - Non-Academic

This option allows you to score test data produced by ScanTools II software for a non-academic test. There is only one version of each non-academic test.

- From the Scoring drop-down menu (Figure 7-65), choose ScanTools File. Then choose Non-Academic. The Processing Scanner Output from Form No. 30423 dialog box (Figure 7-70) opens.

Figure 7-70. Processing Scanner Output from Form No. 30423

- Referring to Table 7-38, choose the class and test you wish to score.

Table 7-38. Processing Scanner Output from Form No. 30423

ITEM	DESCRIPTION
Class Status	Non-editable field depicting the status of the selected class.
Crs/FY/Class	Drop-down list from which you may choose the desired class.
MP TestID	The multipart test identifier does not apply to a non-academic test.
Test ID	Non-editable field depicting the test identifier of all available locked non-academic tests.
Test Type	Non-editable field depicting the words Non-Academic. There are no further delineations for this type test.
Test Title	Non-editable field depicting the title of the corresponding test.

- Click on **Continue**. The Open File dialog box opens under the Backups folder of MCAIMS. Select the data file containing test responses for the class/test you wish to score.

**WARNING:** Ensure that you select the correct data file for the class and test you have already selected. MCAIMS cannot determine if you select the wrong file. If you select the wrong data file, MCAIMS

could score the test responses against a test, with potentially disastrous results for scores. A number of messages advising that a student is not in the class (Figure 7-67) could indicate you have selected the wrong data file. If you suspect you have selected the wrong data file, click on the Quit button to exit the scoring function. No student records will be erroneously scored.

4. If the system does not recognize an SSN for anyone in the test data for this class, a message so advises you and presents three scenarios to you (Figure 7-71).

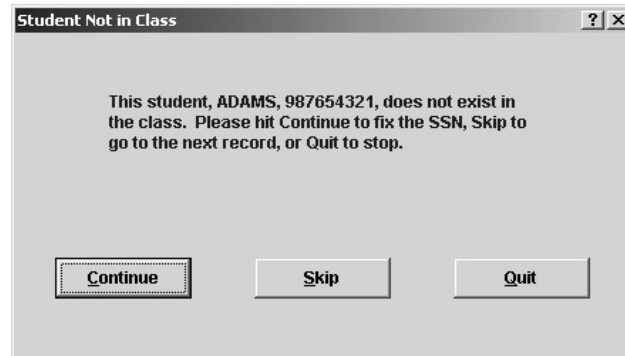


Figure 7-71. Student Not in Class

- a. If you click on Continue, the Enter SSN for Class dialog box opens (Figure 7-72).

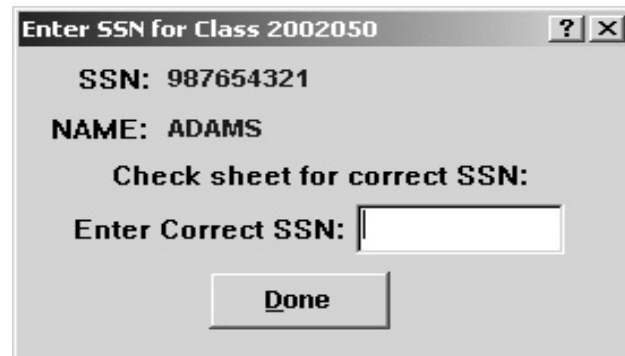


Figure 7-72. Enter SSN for Class

- (1) Re-enter the correct SSN (with no spaces or dashes) in the field.
- (2) Click on Done. The system resumes scoring.
- b. If a student response mistakenly appears in this data file (e.g., bubble sheet scanned with the wrong stack of answer sheets), click on Skip. The student is not scored and the system advances to the next data item (student) in the file.
- c. If you suspect you have selected the wrong data file for scoring, click on Quit. No student records are scored and you receive a message so advising you. Click on **OK** to return to the Evaluation Management window.
5. After performing student checks, the system begins recording responses from the ScanTools Download File and computing scores. Then a meter bar displays the system progress in calculating statistics and updating databases. Upon completion of this

process, a message inquires if you wish to run evaluation reports. Click on Yes or No.

- a. If you select Yes, the system presents a series of reports described in Table 7-39.

**WARNING:** Run the reports to verify that you have scored the correct data file against the class and test. If you receive unexpected results, you may need to clear the test scores and re-score the test with the correct data file.

Table 7-39. Evaluation Reports

ITEM	DESCRIPTION
Test Statistics for Test ID	Includes mean, median, mode, standard deviation, number of perfect scores, number tested, number passed and number failed. Note that scores for retests will have lower statistics due to the Max Retest value.
Test Results Report	Includes students listed by name, SSN, test version, and score.
Individual Responses Report	Lists each test version scored and identifies the number and percentage of responses for each possible response (A to E and N/R or no response) to a question. The correct answer to each question is identified with an asterisk.
Absentee Report	Lists the students by name, SSN, rank, and platoon.
Failure Report	Lists the students by name, SSN, rank, platoon, test version (if appropriate), and score.
Scanning Error Report	Includes the number of sheets scanned and the number of sheets successfully and unsuccessfully scanned. The report includes the following two lists, by SSN and name, if appropriate: a list of students not assigned to the class and a list of students with duplicate records (i.e., same SSN). In each case, no scores were recorded for such students.

- b. If you select No, the system produces only the Scanning Error report.

#### 7.6.1.3 ScanTools File - Questionnaire

This option allows you to process responses to a questionnaire produced by ScanTools II software.

- There is only one version of each questionnaire.
  - Questionnaires are not scored. A report merely summarizes the responses for each item.
1. From the Scoring drop-down menu (Figure 7-65), choose ScanTools File. Then choose Questionnaire. The Processing Scanner Output from Form No. 30423 dialog box (Figure 7-73) opens.



TEST ID	TEST TYPE	TEST TITLE
ALPHA	Questionnaire	POSTGRAD
ECCBOC	Questionnaire	END OF COURSE CRITIQUE FOR THE BASIC OFFICER CO

Figure 7-73. Processing Scanner Output from Form No. 30423

- Referring to Table 7-40, select the desired questionnaire.

Table 7-40. Processing Scanner Output from Form No. 30423

ITEM	DESCRIPTION
Class Status	Non-editable field depicting the status of the selected class.
Crs/FY/Class	Drop-down list from which you may choose the desired class.
MP TestID	The multipart test identifier does not apply to a questionnaire.
Test ID	Non-editable field depicting the test identifier of all available locked tests.
Test Type	Non-editable field depicting the word questionnaire. There are no further delineations for this type test.
Test Title	Non-editable field depicting the title of the corresponding questionnaire.

- Click on **Continue**. The Open File dialog box opens under the Backups folder of MCAIMS. Select the data file containing test responses for the class/test you wish to score. The system performs student checks.

**WARNING:** Ensure that you select the correct data file for the class and questionnaire you have already selected. MCAIMS cannot determine if you select the wrong file. If you select the wrong data file, MCAIMS could record those responses against a questionnaire, with inaccurate statistical results. A number of messages advising that a student is not in the class could indicate you have selected the wrong data file. If you suspect you have selected the wrong data file, click on the **Quit** button to exit the scoring function. No student responses will be erroneously recorded.

- If the system does not recognize an SSN for anyone in the test data for this class, a message so advises you and presents three scenarios to you (Figure 7-74).

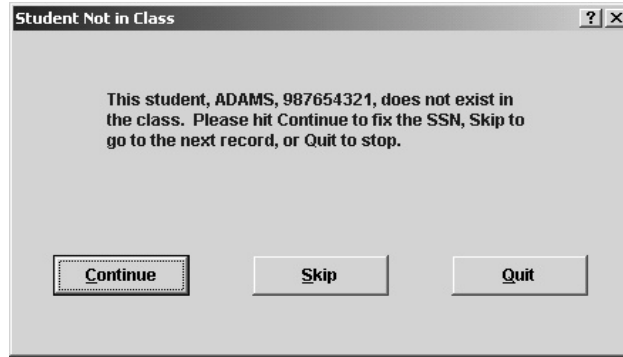


Figure 7-74. Student Not in Class

- a. If you click on **C**ontinue, the Enter SSN for Class dialog box (Figure 7-75) opens.

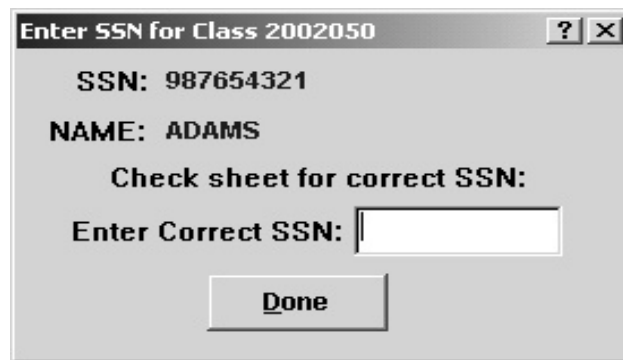


Figure 7-75. Enter SSN for Class

- (1) Re-enter the correct SSN (with no spaces or dashes) in the field.
  - (2) Click on **D**one. The system resumes recording.
- b. If a student response mistakenly appears in this data file (e.g., bubble sheet scanned with the wrong stack of answer sheets), click on **S**kip. The student response is not recorded and the system advances to the next data item in the file.
- c. If you suspect you have selected the wrong data file for recording, click on **Q**uit. No student records are scored and you receive a message so advising you. Click on **OK** to return to the Evaluation Management window.
5. After performing student checks, the system begins processing responses from the ScanTools Download File. Then a meter bar displays the system progress in calculating statistics and updating databases. Upon completion of this process, a message inquires if you wish to print reports.
- a. If you select **Y**es, the system presents a series of reports described in Table 7-41.

Table 7-41. Scanned Test Reports

ITEM	DESCRIPTION
Individual Responses Report	Identifies the number and percentage of responses for each possible response (A to E and N/R or no response) to a question.
Absentee Report	Lists the students by name, SSN, rank, and platoon.

ITEM	DESCRIPTION
Scanning Error Report	Includes the number of sheets scanned and the number of sheets successfully and unsuccessfully scanned. The report includes the following two lists, by SSN and name, if appropriate: a list of students not assigned to the class and a list of students with duplicate records (i.e., same SSN). In each case, no scores were recorded for such students.

- b. If you select **No**, the system produces only the Scanning Error report.

#### 7.6.2 Manual Entry

This command allows you to score tests, rescore tests, or to score retests. In addition, you may also enter scoring information manually in two basic ways: (1) enter information by student responses for academic and non-academic tests, questionnaires, and PFTs or (2) enter information by student grades for academic tests. In the first instance, MCAIMS automatically scores the responses and calculates the student's grade. In the second instance, MCAIMS automatically calculates the student's grade based on the score or percentage right.

The scoring method and the way information is entered affect the type of test (academic, non-academic, questionnaire, PFT) that may be selected. The type of test selected affects the type of class records you may access. For example, you can score academic tests only for classes in session.

The parts of a multipart test are administered and scored separately. However, a grade for the multipart test is not calculated until all parts of the test have been scored. A grade for the multiple part test is computed (based on the weights assigned to each part). Only the final grade for the entire test is used to update GPAs and class standings. Note that you may print out the Inventory Report to view student scores for each part of the multipart test. Refer to Paragraphs 7.7.11 or 8.3.3.11 (the Academic tab of the Student module).

When you manually enter scores for all or selected students, the system initiates two calculations:

- GPA for everyone who meets the criteria for scoring/rescoring or retesting, based on scoring method.
- Class standings for everyone except those who have previously been individually dropped.

Although the results of academic tests are used to compute a student's GPA and class standing, the results of non-academic tests are used for historical purposes only. Sometimes you may wish to administer and score an academic test but not use the test scores in such computations. If you wish to prevent certain test scores from impacting the student's GPA and class standing (e.g., when you administer preliminary or pop tests to gauge student knowledge level or preparation), you must clear the test results (Paragraph 7.6.4).

**HINT:** Be sure that you clear any tests that you do not want to be included in computing a student's GPA and class standing. Otherwise, later, when you administer the actual academic test or PFT that you want to be used in computing student grades, the system will treat the second test as a retest and apply the maximum retest value.

Note that after you enter student responses for academic tests, non-academic tests, and PFTs, the system prompts you to print out a set of evaluation reports. This set of reports consists of test statistics, test results, individual responses report, absentee report, and failure report for the test just scored. The reports you receive for a questionnaire are Individual Responses and Absentee Report. The reports you receive for entering student grades for academic tests are identical to those for entering student responses for academic tests. You may also print these reports individually under the Reports menu option (Paragraph 7.7).

1. From the Scoring drop-down menu (Figure 7-65), choose Manual Entry. The Scoring Information dialog box (Figure 7-76) opens.

CLASSID/FY	CLASS STATUS
2003003/03	In Session
2003100/03	In Session
2003200/03	In Session
2003300/03	In Session

Figure 7-76. Scoring Information

2. Referring to Table 7-42 for an explanation of the data fields, choose the desired options.

Table 7-42. Scoring Information

ITEM	DESCRIPTION
<b>Scoring Method</b>	
Score Test	Select this radio button to enter original scores for a test. When this button is selected, you can enter information in two basic ways: (1) enter student responses for any type of test (academic, non-academic, questionnaire, PFT) or (2) enter scores for an academic type test.
Rescore Test	Select this radio button to change scores for a test. When this button is selected, you can enter information in two basic ways: (1) enter student responses for academic tests or PFTs or (2) enter scores for an academic type test.
Retest	Select this radio button to enter retest scores for a test. Previous failure scores for the same test are retained and the student receives either the actual retest score or the max retest value established on the Class record (whichever score is lower). When this button is selected, you can enter information in two basic ways: (1) enter student responses for academic tests or PFTs or (2) enter scores for an academic type test.
<b>Enter Information By</b>	
Student(s) Responses	Select this radio button to enter information by student responses. Note that you can use any scoring method, which will determine the test type you can select.
Student(s) Grades	Select this radio button to enter information by student grades. Note that you can use any scoring method, but only for an academic test type.

ITEM	DESCRIPTION
<b>Test Type</b>	
Academic	Select this radio button if you wish to enter student responses or scores for the following academic tests: written, mastery/non-mastery, or scaled credit. Only classes with a status of In Session are available to score, rescore, or retest.
Non-Academic	Select this radio button if you wish to enter student responses for a non-academic test (e.g., a pretest). Classes with a status of Pending or In Session are available to score.
Questionnaire	Select this radio button if you wish to enter student responses for a questionnaire (e.g., a class or instructor evaluation). Classes with a status of Pending, In Session, Graduated, or BNA Uploaded are available to score.
PFT	Select this radio button if you wish to enter student responses for a PFT. Only classes with a status of In Session are available to score, rescore, or retest.
<b>Class List</b>	
ClassID/FY	Non-editable field depicting the identifier and fiscal year for classes in the list. The list of classes is dynamic, depending on the test type. Only classes with a status of In Session are available for academic test and PFTs. (Names of those students who have been dropped or previously graduated will not appear.) Classes with a status of Pending or In Session are available for non-academic tests. Classes with a status of Pending, In Session, Graduated, or BNA Uploaded are available for questionnaires.
Class Status	Non-editable field depicting the status of the corresponding class.
Test ID	Drop-down list box from which you may choose a test by identifier from the list of tests assigned to the class. The choices in this box are limited by the test type you chose above: academic test, non-academic test, questionnaire, or PFT.
Multiple Part Test ID	Non-editable field depicting the identifier for a multiple part test.
Test Title	Non-editable field depicting the title of the selected test.
Test Type	Non-editable field depicting the test type (written, mastery/ non-mastery, scaled credit, non-academic, questionnaire, PFT) for the selected test.

3. Choose how you plan to enter scoring information and refer to the appropriate procedures. Note that there are eleven possible scenarios based on the choices you make. The procedures are grouped according to the dialog boxes that open.

- To enter information by student responses for academic tests, non-academic tests, or questionnaires, refer to Paragraph 7.6.2.1.
- To enter information for PFT scores, refer to Paragraph 7.6.2.2.

#### 7.6.2.1 Manual Entry - Enter Information by Student Responses

This option allows you to enter information by student responses for academic tests, non-academic tests, or questionnaires. Academic test types include written, mastery, and scaled credit (but not subjective, which must be entered by grade). Refer to Paragraph 7.6.2.2 for entering scores for

PFTs, which are assigned an academic value once the PFT score is recorded. Note that MCAIMS automatically recalculates the GPA and class standing after scoring a test.

This option encompasses the following scenarios:

- Score a Test, Enter Information by Student Responses, and Test Type Academic
- Score a Test, Enter Information by Student Responses, and Test Type Non-Academic
- Score a Test, Enter Information by Student Responses, and Test Type Questionnaire
- Rescore a Test, Enter Information by Student Responses, and Test Type Academic
- Retest a Test, Enter Information by Student Responses, and Test Type Academic
  1. From the Scoring Information dialog box (Figure 7-77), choose the desired scoring method (Score Test, Rescore Test, or Retest).
  2. Choose to enter information by student responses.
  3. Choose academic tests, non-academic tests, or questionnaires under Test Type.
  4. Click on **Continue**. The Select for Class selection list box (Figure 7-77) opens. Note that the dialog box is the same for each scoring method chosen, but the list of students in the list box depends on the method chosen.
- If Score Test is chosen, the list contains only those students who have not previously taken the selected test.
- If Rescore Test is chosen, the list contains students who have previously taken the selected test, regardless of score earned. This applies only to an academic test type.
- If Retest is chosen, the list contains students who have previously taken the selected test and failed it. This applies only to an academic test type.

NAME	SSN	RANK
HADLEY, BENJAMIN S	717171717	PFC
HENRY, MARTIN R	555555555	Pvt
JOHNSON, JOHN P	222222222	Pvt
JOHNSTON, MICHAEL J	999999999	LCpl
JONES, JOSHUA	444444444	Pvt
JONESY, BRYANT C	414141414	PFC
LANGE, JOHN T	171717171	Pvt
OWENBURG, SHAWN C	666666666	Pvt
PERTERSONS, GREG A	141414141	PFC
PETERS, WILLIAM J	313131313	Pvt
SMITH, DAMON E	333333333	Pvt
SMITH, JOSEPH E	212121212	PFC

Figure 7-77. Select for Class

5. Referring to Table 7-43 for an explanation of the data fields, make the appropriate choices.

Table 7-43. Select for Class

ITEM	DESCRIPTION
<b>Enter Information for:</b>	
All Records	This option allows you to choose all records in the list of students to the right. Note that the list itself is dynamic and reflects the scoring method chosen in the previous dialog box and the number of students meeting the criteria. For example, if you selected retest, the student records appearing in the list (if any) should be small as compared to the student records appearing in the list if you selected rescore.
Multiple Selected Records	This option allows you to choose specific records in the list of students. If you choose this option, double-click on the desired student record(s) in the list box to the right.
by Specific Platoon Code	This option allows you to choose all records of students in a specific platoon for the selected class. If you choose this option, choose the desired platoon code in the drop-down list to the right.
Platoon Code	A drop-down list for you to choose the desired platoon code.
Test ID	Non-editable field displaying the test identifier for the selected test.
Score	Non-editable field displaying the test score for the highlighted student. For an original test, the field reflects "no score". For a rescore or retest, the field displays the actual score. Note that the score will be adjusted automatically for challenged test items on a test administered previously to a class of students.
(Untitled)	List box displaying a list of students by the student's name, SSN, rank, and platoon code. Use your arrow keys to view all the information in each column of the table.

6. Click on **C**ontinue.

- a. If rescore test is chosen for students whose scores were originally entered by grade, a message so advises you. Click on **OK**. The system allows you to continue rescoring the test by responses or to skip the record, return to the previous dialog box, and rescore by entering the student grade.
- b. In all other scenarios, the Enter Answers for Test dialog box (Figure 7-78) opens. This dialog box allows you to enter the response to each test item, student by student. Note that if you are working with a large class, you can advance to the previous or next set of 30 questions (if they exist) by clicking on **P**rev 30 or **N**ext 30.

Figure 7-78. Enter Answers for Test

7. Referring to Table 7-44 for an explanation of the data fields, choose the test version and enter the response to each test item.

Table 7-44. Enter Answers for Test

ITEM	DESCRIPTION
Name	Non-editable field displaying the name of the current student.
SSN	Non-editable field displaying the SSN of the current student.
Version	Drop-down box from which you may select the appropriate test version of an academic test to be scored. The test version may be changed for each student scored.
Untitled	For a scaled test, the percentages for each grade is given in the upper right corner. For any other type test, the corner is blank.
Alphabetical columns and numerical rows	Table columns (A-E, NR) represent test item responses; rows (1-300) represent the test item number. Click on a radio button in the appropriate column for each enabled row to enter a response to a test item. Note that MCAIMS indicates true-false tests with a "T" beside column A and an "F" beside column B.

8. Click on the appropriate command button.

- a. If you click on **Skip Student**, a message confirms that you wish to skip this record. Click on **OK**. MCAIMS advances to the next student record without making any changes to the current one.
- b. If you click on **Save**, the system response is conditional.
  - (1) If this is an academic test, a message appears with the student's name, SSN, and score for you to confirm. Click on **OK**. MCAIMS advances to the next student record after making changes to the current one. If this is a retest, the system calculates the maximum retest value. Click on **Yes** if the information is correct. MCAIMS advances to the next record in the roster.

After saving the last student record in the roster, MCAIMS calculates the GPA for each student scored. Upon completion of this process, a message inquires if you want to run evaluation reports. If you click on **Yes**, the system presents the five-part set of evaluation reports described in Table 7-45.

Table 7-45. Evaluation Reports

ITEM	DESCRIPTION
Test Statistics for Test ID	Includes mean, median, mode, standard deviation, number of perfect scores, number tested, number passed, and number failed. Note that scores for retests will have lower statistics due to the Max Retest value. A legend is also included on the page.
Test Results Report	Lists the students by name, SSN, test version (if appropriate), and score. Note that retest scores will be so noted. There is no report for a questionnaire.
Individual Responses Report	Lists each test version scored and identifies the number and percentage of responses for each possible response (A to E and N/R or no response) to a question. The correct answer to each question is identified with an asterisk (unless the report is for a Questionnaire).
Absentee Report	Lists the students by name, SSN, rank, and platoon.



ITEM	DESCRIPTION
Failure Report	Lists the students by name, SSN, rank, platoon, test version (if appropriate), and score. There is no report for a questionnaire.

- (2) If this is a non-academic test, a message appears with the student's name, SSN, and score for you to confirm. Click on **OK**. MCAIMS advances to the next student record after making changes to the current one. After saving the last student record in the roster, a message inquires if you want to run evaluation reports. If you click on **Yes**, the system presents the five-part set of evaluation reports described in Table 7-48.
  - (3) If this is a questionnaire, MCAIMS advances to the next student record after making changes to the current one. After saving the last student record in the roster, a message inquires if you want to run evaluation reports. If you click on **Yes**, the system presents a set of two evaluation reports. Note that for questionnaires, the reports consist of only the Individual Responses Report and the Absentee Report.
- c. If you click on **Quit**, the meter bar depicts the system processing GPAs for the records changed. Then a message inquires if you want to run evaluation reports. If you click on **Yes**, the system presents the set of evaluation reports described in Table 7-48.

#### 7.6.2.2 Manual Entry - Enter PFT Score

This selection describes how to enter information by student responses for PFTs. As each student's performance is recorded, an academic value is assigned to the calculated PFT score. Academic values are determined by the minimum passing scores entered through the PFT Grade Table Editor and by the Max Retest value assigned on the Class record. Note that MCAIMS automatically recalculates the GPA and class standing after scoring a PFT.

This option encompasses the following scenarios:

- Score a Test, Enter Information by Student Responses, and Test Type PFT
- Rescore a Test, Enter Information by Student Responses, and Test Type PFT
- Retest a Test, Enter Information by Student Responses, and Test Type PFT
  1. From the Scoring Information dialog box (Figure 7-76), choose the desired scoring method.
  2. Choose to enter information by student responses.
  3. Choose PFT under Test Type.
  4. Click on **Continue**. The Select for Class selection list box (Figure 7-79) opens. Note that the dialog box is the same for each scoring method chosen, but the list of students in the list box depends on the method chosen.
- If Score Test is chosen, the list contains only those students who have not previously taken the selected test.

- If Rescore Test is chosen, the list contains students who have previously taken the selected test, regardless of score earned. Note that the procedures for this scoring method are identical to those for an original score.
- If Retest is chosen, the list contains students who have previously taken the selected test and failed it. Note that the procedures for this scoring method are identical to those for an original score.

NAME	SSN	RANK
ADAMSON, ANTHONY D	151515151	PFC
CUMMINGS, KENYON M	161616161	LCpl
DAVIDSON, DANIEL D	121212121	Pvt
FORD, MICHAEL D	616161616	PFC
GILLESPIEMAN, LUKE T	777777777	PFC
<b>HADLEY, BENJAMIN S</b>	<b>717171717</b>	<b>PFC</b>
HENRY, MARTIN R	555555555	Pvt
JOHNSON, JOHN P	222222222	Pvt
JOHNSTON, MICHAEL J	999999999	LCpl
JONES, JOSHUA	444444444	Pvt
JONESY, BRYANT C	414141414	PFC
LANGE, JOHN T	171717171	Pvt

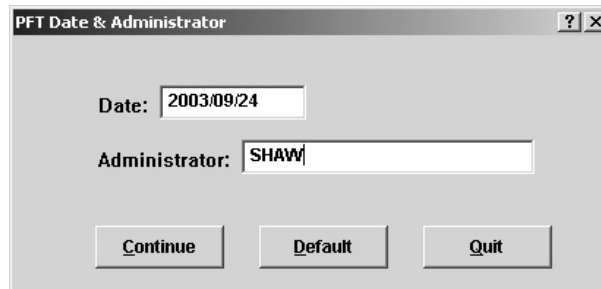
Figure 7-79. Select for Class

- Referring to Table 7-46 for an explanation of the data fields, make the appropriate choices.

Table 7-46. Select for Class

ITEM	DESCRIPTION
All Records	This option allows you to choose all records in the list of students to the right. Note that the list itself is dynamic and reflects the scoring method chosen in the previous dialog box and the records of students meeting the criteria (i.e., score test, rescore test, or retest). For example, if you selected retest, the student records appearing in the list (if any) should be small as compared to the student records appearing in the list if you selected rescore.
Multiple Selected Records	This option allows you to choose specific records in the list of students. If you choose this option, double-click on the desired student record(s) in the list box to the right.
by Specific Platoon Code	This option allows you to choose all records of students in a specific platoon for the selected class. If you choose this option, choose the desired platoon code in the drop-down list to the right.
Platoon Code	A drop-down list for you to choose the desired platoon code.
Test ID	Non-editable field displaying the test identifier for the selected test.
Score	Non-editable field displaying the test score for the highlighted student. For an original test, the field reflects "no score". For a rescore or retest, the field displays the actual score.
(Untitled)	List box displaying a list of students by the student's name, SSN, rank, and platoon code. Use your arrow keys to view all the information in each column of the table.

- Click on **Continue**. The PFT Date & Administrator dialog box (Figure 7-80) opens.



**PFT Date & Administrator**

Date: 2003/09/24

Administrator: SHAW

Continue Default Quit

Figure 7-80. PFT Date &amp; Administrator

- a. If you wish to view the default scores or adjust them for a high altitude site, click on **Default**. The PFT Default dialog box (Figure 7-81) opens.



**PFT Defaults**

Age Groups: 17-26 27-39 40-45 46-Over

Site: ☐ High Altitude Site

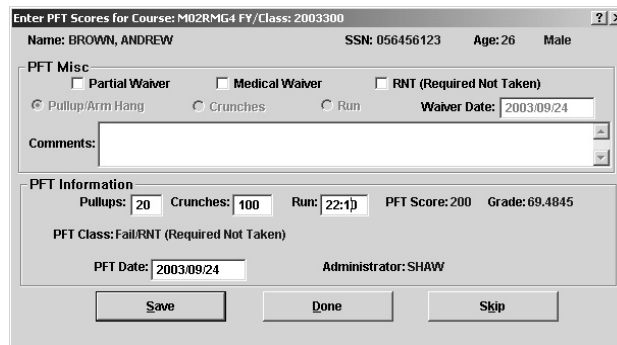
Male Pullup Minimum:	3	3	3	3
Female Arm Hang Minimum:	15	15	15	15
Male/Female Crunches Minimum:	50	45	45	40
Male Run Minimum:	28:00	29:00	30:00	33:00
Female Run Minimum:	31:00	32:00	33:00	36:00
Minimum Passing Score Total:	135	110	88	65

Save Exit w/o Save

Figure 7-81. PFT Default

- b. If you wish to adjust the default scores, click the checkbox in the Site field and click on **Save**. Otherwise, click on **Exit w/o Save** to return to the PFT Date & Administrator dialog box.
7. Enter the name of the Administrator (up to 24 alphanumeric characters) and click on **Continue**. The Enter PFT Scores for Course dialog box (Figure 7-82) opens. This dialog box allows you to enter the response for each test item category under PFT Information, student by student. If this is not an original score, the dialog box will reflect that this is a rescore or retest in the right corner beneath PFT Information.

**HINT:** Note that the cursor is positioned at the Pullups/Arm Hang field under PFT Information. After entering data in that field, tab to the Crunches input field and then to the Run Time input field. You may tab to the Comments field if you so desire.



**Enter PFT Scores for Course: M02RMG4 FY/Class: 2003300**

Name: BROWN, ANDREW SSN: 056456123 Age: 26 Male

**PFT Misc**

☐ Partial Waiver ☐ Medical Waiver ☐ RNT (Required Not Taken)

☒ Pullup/Arm Hang ☐ Crunches ☐ Run Waiver Date: 2003/09/24

Comments:

**PFT Information**

Pullups: 20 Crunches: 100 Run: 22:10 PFT Score: 200 Grade: 69.4845

PFT Class: Fail/RNT (Required Not Taken)

PFT Date: 2003/09/24 Administrator: SHAW

Save Done Skip

Figure 7-82. Enter PFT Scores for Course

8. Referring to Table 7-47 for an explanation of the data fields, enter the PFT scores for the course.

Table 7-47. Enter PFT Scores for Course

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Untitled	Name, SSN, age, and gender across the top of each record.	
PFT Misc		
Partial Waiver	Click this checkbox if the PFT taken on this date has a partial waiver. You must click on the radio button below to designate which test is waived: Pullup/Arm Hang, Situp/Crunch, or Run.	
Medical Waiver	Click this checkbox if the PFT taken on this date has a medical waiver. The radio buttons below will be disabled.	
RNT (Required Not Taken)	Click this checkbox if the required PFT was not taken. The radio buttons below will be disabled and the PFT Class status beneath PFT Information will display "Fail/RNT".	
Pullups/Arm Hang	Click this radio button if the partial waiver applies to this test.	
Situp/Crunch	Click this radio button if the partial waiver applies to this test.	
Run	Click this radio button if the partial waiver applies to this test.	
Waiver Date	Non-editable field displaying the date that the waiver is documented.	
Comments	If the student has a waiver or failed the PFT based on performance, you must enter an explanation in this field. You may also enter comments for other reasons.	Up to 64,000 alphanumeric characters
PFT Information		
Pullups	Dynamic title for number of pullups (males) or arm hangs (female).	Up to 2 numeric characters
Crunches	Number of crunches.	Up to 2 numeric characters
Run	Time in minutes and seconds.	18:00
PFT Score	Non-editable field displaying the PFT score.	
Grade	Non-editable field displaying the PFT grade.	
PFT Class	Non-editable field displaying the PFT class (1st, 2nd, or 3rd class performance, the type of waiver granted, or RNT status).	
PFT Date	Non-editable field displaying the PFT date.	
Administrator	Non-editable field displaying the name of the PFT Administrator.	

9. Click on the appropriate command button.

- a. Click on **Save**. MCAIMS assigns an academic grade to each PFT score. A message box appears for you to confirm the score, classification, and grade. Note that if this is a retest, the system calculates the maximum retest value. If the information is incorrect, click on No to return to the previous dialog box. If the information is correct, click on **Yes**. The system response is conditional, depending on whether the student passed the PFT.

- (1) If the student passed the PFT, the system updates the PFT score and advances to the next student record in the

roster. After saving the last student record in the roster, a meter bar depicts the calculation of GPAs for each student scored. Upon completion of this process, a message inquires if you want to run evaluation reports. If you click on **Yes**, the system presents a set of four evaluation reports described in Table 7-48.

Table 7-48. Evaluation Reports

ITEM	DESCRIPTION
Test Statistics for Test ID	Includes mean, median, mode, standard deviation, number of perfect scores, number tested, number passed, and number failed. Note that scores for retests will have lower statistics due to the Max Retest value. A legend is also included on the page.
Test Results Report	Lists the students by name, SSN, and score. Note that retest scores will be annotated, with the Max Retest value for the class stated. Personnel with medical waivers are annotated, and their scores are not calculated into the class GPA.
Absentee Report	Lists the students by name, SSN, rank, and platoon.
Failure Report	Lists the students by name, SSN, rank, platoon, and score.

- (2) If the student did not pass the PFT, you receive a message so advising you and presenting various options. Click on **OK**. The system defaults to the Comments field. Enter an explanation for the failure or waiver. Then, referring to Table 7-47, click on the appropriate checkbox under the PFT Misc field if a waiver is applicable. Click on **Save**. A message box appears confirming your score, classification, and grade. Note that a waiver does not allow PFT performance to affect the student's GPA. The system updates the PFT score and advances to the next student record in the roster. After saving the last student record in the roster, a meter bar depicts the calculation of GPAs for each student record scored. Upon completion of this process, a message inquires if you want to run evaluation reports. If you click on **Yes**, the system presents a set of four evaluation reports described in Table 7-48.
- b. If you click on **Skip**, a message confirms your wish to skip this record. Click on **Yes**. MCAIMS advances to the next student record in the roster without making any changes to the current student record.
- c. If you click on **Done**, the meter bar depicts the system processing GPAs of previously saved records. Then another message inquires if you want to run evaluation reports. If you click on **Yes**, the system presents a set of four evaluation reports described in Table 7-48. Otherwise, the system returns you to the Scoring Information dialog box (Figure 7-76).

#### 7.6.2.3 Manual Entry - Enter Student Grades

This selection describes how to enter information by student grades. This selection allows you to enter grades for only Academic test types. Academic test types include written, subjective, mastery, and scaled credit. Note that MCAIMS automatically recalculates the GPA and class standing after scoring a test by student grades.

This option encompasses the following scenarios:

- Score a Test, Enter Information by Grade, and Test Type Academic
- Rescore a Test, Enter Information by Grade, and Test Type Academic
- Retest a Test, Enter Information by Grade, and Test Type Academic
  1. From the Scoring Information dialog box (Figure 7-76), choose the desired scoring method.
  2. Choose to enter student information by student grades. The system defaults to the academic Test Type.
  3. Click on **Continue**. The Select for Class selection list box (Figure 7-83) opens. The dialog box is the same for each scoring method chosen, but the list of students changes.
- If Score Test is chosen, the list contains only those students who have not previously taken the selected test.
- If Rescore Test is chosen, the list contains students who have previously taken the selected test, regardless of score earned.
- If Retest is chosen, the list contains only those students who have previously taken the selected test and failed it. Note that the same test or an alternate version of the same test may have been administered.

NAME	SSN	RANK
ADAMSON, ANTHONY D	151515151	PFC
CUMMINGS, KENYON M	161616161	LCpl
DAVIDSON, DANIEL D	121212121	Pvt
FORD, MICHAEL D	616161616	PFC
GILLESPIEMAN, LUKE T	777777777	PFC
<b>HADLEY, BENJAMIN S</b>	<b>717171717</b>	<b>PFC</b>
HENRY, MARTIN R	555555555	Pvt
JOHNSON, JOHN P	222222222	Pvt
JOHNSTON, MICHAEL J	999999999	LCpl
JONES, JOSHUA	444444444	Pvt
JONESY, BRYANT C	414141414	PFC
LANGE, JOHN T	171717171	Pvt

Figure 7-83. Select for Class

4. Referring to Table 7-49 for an explanation of the data fields, make the appropriate choices.

Table 7-49. Select for Class

ITEM	DESCRIPTION
<b>Enter Information for:</b>	
All Records	This option allows you to choose all records in the list of students to the right. Note that the list itself is dynamic and reflects the scoring method chosen in the previous dialog box and the number of students meeting the criteria. For example, if you selected retest, the student records appearing in the list (if any) should be small in comparison to the student records appearing for an original score.
Multiple Selected Records	This option allows you to choose specific records in the list of students. If you choose this option, double-click on the desired student record(s) in the list box to the right.

ITEM	DESCRIPTION
by Specific Platoon Code	This option allows you to choose all records of students in a specific platoon for the selected class. If you choose this option, choose the desired platoon code in the drop-down list to the right.
Platoon Code	A drop-down list for you to choose the desired platoon code.
Test ID	Non-editable field displaying the test identifier for the selected test.
Score	Non-editable field displaying the test score for the highlighted student. For an original test, the field reflects "no score". For a rescore or retest, the field displays the actual score.
(Untitled)	List box displaying a list of students by the student's name, SSN, rank, and platoon code. Use your arrow keys to view all the information in each column of the table.

5. Click on **Continue**. The system response is conditional.
  - a. If you chose score test, the Enter Grades for Test dialog box (Figure 7-84) opens. This dialog box allows you to enter the grades for the selected test, student by student.

NAME	SSN	RANK	PLT CODE	SCORE %	VERSION
JONES, BRYANT	414141414	PFC	3056	NO SCORE	N/A
LANGE, JOHN	171717171	Pvt	3060	NO SCORE	N/A
OWENBURG, SHAWN	666666666	Pvt	3062	NO SCORE	N/A
PERTERSONS, GREG	141414141	PFC	3056	NO SCORE	N/A
PETERS, WILLIAM	313131313	Pvt	3056	NO SCORE	N/A
SMITH, DAMON	333333333	Pvt	3058	NO SCORE	N/A
SMITH, JOSEPH	212121212	PFC	3062	NO SCORE	N/A
SMITHBURG, CHARLES	515151515	Pvt	3062	NO SCORE	N/A
TUCKER, JERRY	131313131	Pvt	3062	NO SCORE	N/A
WILLIAMS, PAUL	111111111	PFC	3060	NO SCORE	N/A
WILSONBURG, GARY	888888888	Pvt	3057	NO SCORE	N/A

Default Version: N/A

Buttons: Save, Quit, Clear Score

Figure 7-84. Enter Grades for Test

- b. If you chose rescore test, the Enter Grades for Test dialog box (similar to Figure 7-84) opens. This dialog box allows you to edit the grades for the selected test, student by student.
  - c. If you chose retest and there are no students who have failed the test, you receive a message that you cannot continue with this option. Click on **OK**. Otherwise, the Enter Grades for Test dialog box (similar to Figure 7-84) opens. This dialog box allows you to enter the grades for the selected test, student by student.
6. Referring to Table 7-50 for an explanation of the data fields, proceed to Step a, b, or c, depending on the scoring method selected.

Table 7-50. Enter Grades for Test

ITEM	DESCRIPTION
Name	Non-editable field displaying the name of each student in the selected class.
SSN	Non-editable field displaying the SSN of the corresponding student.
Rank	Non-editable field displaying the rank of the corresponding student.
PLT Code	Non-editable field displaying the PLT code (if available) of the corresponding student.

ITEM	DESCRIPTION
Score %	Place to enter or change the test score for the corresponding student. Enter up to 3 numerals to the left of the decimal; 4 to the right. Note that for a retest, you cannot enter higher than the maximum retest score (which is often 80%).
Version	Non-editable field displaying the test version taken by the corresponding student. Data appearing in this field can be corrected in the drop-down list below.
Default Version	Drop-down list from which you may select the correct version of the test taken by each student in this list.

a. To score a test:

- (1) Double-click on the Score % field to select it.
- (2) Enter the test grades for each student (e.g., 88.0000).
- (3) Press the [Enter] key to exit the field.
- (4) Use the up-and-down arrow keys to move from student to student.
- (5) Click on **C**lear **S**core if you need to correct the score for the highlighted record. If a student has not taken the test, this option must be selected to prevent the student from receiving a zero value. When this option is selected, the value of NO SCORE will appear as the student's grade.
- (6) Click on **S**ave. The meter bar depicts the system processing GPAs for the records changed. Then a message inquires if you want to run evaluation reports. If you click on **Y**es, the system presents the set of evaluation reports described in Table 7-48. If you click on **N**o, MCAIMS returns you to the Scoring Information dialog box (Figure 7-76).

b. To rescore a test:

- (1) Double-click on the Score % field to select it. Note that all of the scores from the previous test are reflected in this field. If the test had originally been scored by entering responses, a message states that all responses will be cleared for the student if you continue. Click on **Y**es to continue.
- (2) Edit the test scores for each student (e.g., 88.0000).

**HINT:** Suppose that a test previously scored by responses for other students has challenged test items. Note that the grade entered for the students selected with this option will NOT be adjusted for previously challenged test items. Before choosing this option, be sure to accommodate previously challenged test items in manually computing a score.

- (3) Press the [Enter] key to exit the field. Note that the Clear Score button is not enabled.
- (4) Use the up-and-down arrow keys to move from student to student.
- (5) Click on **S**ave. The meter bar depicts the system processing GPAs for the records changed. Then a message inquires if you want to run evaluation reports. If you click on **Y**es, the system presents the set of evaluation



reports described in Table 7-48. If you click on **No**, MCAIMS returns you to the Scoring Information dialog box (Figure 7-76).

c. To retest:

- (1) Double-click on the Score % field to select it. Note that all of the scores in this field will have been cleared, regardless of how the original score was entered (by responses or by grade), and the field reflects NO SCORE for each student.
- (2) Enter the test grades for each student. Note that the score cannot exceed the maximum retest value nor can the score be less than this value in order to pass the test. The score should reflect the actual score if less than the maximum retest value.

**HINT:** Suppose that a test previously scored by responses for other students has challenged test items. Note that the grade entered for the students selected with this option will NOT be adjusted for previously challenged test items. Before choosing this option, be sure to accommodate previously challenged test items in manually computing a score.

- (3) Press the [Enter] key to exit the field.
- (4) Use the up-and-down arrow keys to move from student to student.
- (5) Click on **Clear Score** if you need to correct the score for the highlighted record. If a student has not taken the retest, this option must be selected to prevent the student from receiving an incorrect or zero value. When this option is selected, the value of NO SCORE will appear as the student's grade.
- (6) Click on **Save**. The system will not allow you to enter a value greater than the maximum retest value. Click on **OK** and re-enter a value. If the value does not exceed the maximum retest value, the meter bar depicts the system processing GPAs for the records changed. Then a message inquires if you want to run evaluation reports. If you click on **Yes**, the system presents the set of evaluation reports described in Table 7-48. If you click on **No**, MCAIMS returns you to the Scoring Information dialog box (Figure 7-76).

### 7.6.3 Challenge Test Items

This option allows you to challenge test items for a written academic test assigned to a class with a status of in session. It does not matter if the test has been scored yet for any students. If scored, the test may have been scored either manually (by Responses) or scanned.

The challenge can occur in three ways: You can give credit for individual test items, disregard test item(s) in scoring the test, or revert to the original score for previously challenged test items. At the conclusion of any of these three options, the system recalculates the GPAs and class standing (even if no tests have been scored). Note that the choice of giving credit for individual test items or disregarding test item(s) in scoring the test can produce a significant difference in the effect on student scores and statistics.

Challenged test items apply to scanned tests or manually entered student responses. Note that you cannot challenge test items for tests where all students have had their tests scored by grade. The grades for those students will not be adjusted under this menu option. If you wish to adjust their grades, you have two choices:

- Manually rescore by grade and re-enter an adjusted score.
- Rescore by responses so that the students are given credit for previously challenged test items.
- When you challenge a test, the system initiates two calculations:
- GPA for everyone except those who have previously been individually dropped or graduated.
- Class standings for everyone except those who have previously been individually dropped.

**HINT: Re-locking tests and clearing test scores deletes any existing challenges to test items. You must re-enter any needed challenges to test items after you perform either of those two functions.**

1. From the Scoring drop-down menu (Figure 7-65), choose Challenge Test Item(s). The Select Class From Course dialog box (Figure 7-85) opens.

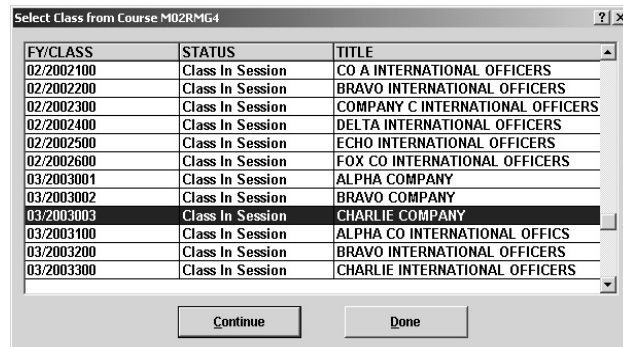


Figure 7-85. Select Class From Course

2. Select the desired class and click on Continue. If there are no written tests assigned to the class, you receive a message so advising you. Click on **OK**. Otherwise, the Select Test from Class selection list box (Figure 7-86) opens.

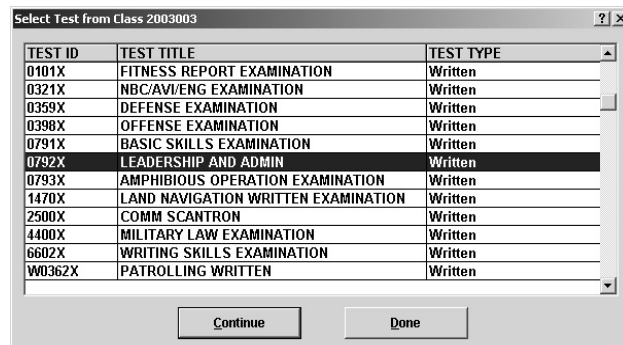


Figure 7-86. Select Test from Class

3. Select the desired test and click on **Continue**. The Challenge Test Within Class dialog box (Figure 7-87) opens.

Figure 7-87. Challenge Test Within Class

4. Referring to Table 7-51 for an explanation of the data fields, choose the radio button to the left of the desired test item status.

**HINT:** The choice of giving credit for individual test items or disregarding test item(s) in scoring the test can produce a significant difference in the effect on student scores and statistics. For example, suppose you administered a test with 10 questions. Suppose that an answer sheet had questions number 7 and number 10 answered incorrectly. The result would be 80 percent right. Refer to the following examples for the result if question number 7 was challenged:

- If you give credit for individual test items (i.e., question number 7), the question is counted correct. In this example, each question is worth 10 points. Of the 10 questions, every question is counted right except for question number 10. The score is 9 out of 10 right or 90 percent.
- If you disregard a test item (i.e., question number 7) in scoring the test, then you omit that item from the total scored (i.e., only nine items on the test). In this example, each question is worth 11.1111 points. Of the 9 questions, every question is counted right except for question number 10. The score is 8 out of a possible 9 right or 88.88.

Table 7-51. Challenge Test Within Class

ITEM	DESCRIPTION
<b>Challenge Item:</b>	
Seq #	Non-editable field displaying the sequence number of every test item on the test.
Test Item	Non-editable field displaying the identifier of every test item on the test. Double-click on each test item that you wish to challenge (change or revert to original score). Be sure you select the test version first because the test items available to be challenged vary from version to version.
Version	Drop-down list of available test versions from which you may choose the appropriate version. Select the appropriate version before you select the test item(s). If you select version after selecting test items, the system clears the test item selection and you must re-select the desired test items.

ITEM	DESCRIPTION
<b>Test Item Is:</b>	
Correct for All Students	Choose this radio button if you wish to give credit to all students in the class for the highlighted test item(s). Note that the scores for students who fail the selected test item(s) will be improved. The percentage correct increases out of the total test items scored.
Disregard for Scoring	Choose this radio button if you wish to omit the highlighted test item(s) in scoring the test. Note that the scores for students who fail the selected test item(s) will be improved. The percentage correct remains constant while the total test items scored decreases.
Cleared of Challenge	Choose this radio button if you wish to revert to the original score for the highlighted test item(s). The scores and GPA who fail the selected test item(s) will change.
Test ID	Non-editable field displaying the identifier of the selected test.
Test Title	Non-editable field displaying the title of the selected test.
Answer	Non-editable field displaying the letter representing the correct answer to the highlighted test item. If you have challenged the test item, an explanation appears to the right of the answer (e.g., correct for all students or disregard for scoring).
Untitled	The actual test item for the corresponding test identifier as it appears on the test.

5. Select the test item(s) that you wish to challenge or from which you wish to clear challenges and click on **Continue**. A message depicts recalculating scores (even if no tests have been scored yet). Under certain circumstances, you will receive a report.
  - a. If students have scores unaffected due to no responses being recorded for their most current test, their names appear in the list on the left.
  - b. If students have scores deleted due to an earlier score now being a passing grade, their names appear in the list on the left.
  - c. If students have scores that were previously entered by grade, their names appear in the list.

Otherwise, the system returns you to the Select Class From Course dialog box (Figure 7-85).

#### 7.6.4 Clear Academic Tests

This option allows you to delete test scores of a selected test for selected students, students by platoon, or the entire class. At the conclusion of the clear process, the system initiates two calculations:

- GPA for everyone except those who have previously been individually dropped or graduated.
- Class standings for everyone except those who have previously been individually dropped.

Note that cleared tests can be retaken without invoking the maximum retest value established on the Class record.

This option applies only to a class with a status of In Session. Students who are subsequently dropped or individually graduated after taking a test will retain their scores if their unassigned status occurs before the scores are cleared. Scores for these students are static and represent all testing efforts at the time they were assigned to the class.

Clearing a test also deletes any challenges to test items. Even if dropped or graduated students had taken the cleared test, any challenges to the test are automatically cleared. Consequently, you must re-enter any necessary adjustment to test items (Paragraph 7.6.3).

It makes no difference how the test was scored (scanned or manually entered by student responses or grade). You may clear academic test results for tests that you want to treat as preliminary or pop tests. That is, clearing the results prevents the scores from being included in grade calculations. Just be sure that you first print the Test Results Report (Paragraph 7.7.4) before clearing any results. Otherwise, you will have no record for monitoring student progress.

If test scores exist for a class, you cannot re-lock tests with any new test items or test versions. However, once test scores are cleared for a test, the class can be re-locked (Paragraph 7.5.6.7). Re-locking a test clears all challenged test items and overwrites all test information including test items and answer keys with new information.

1. From the Scoring drop-down menu (Figure 7-65), choose Clear Test-Questionnaires. Then choose Academic. If you do not have a class in session with testing information recorded, you receive a message so advising you. Click on **OK**. Otherwise, the Select Class From Course dialog box (Figure 7-88) opens.

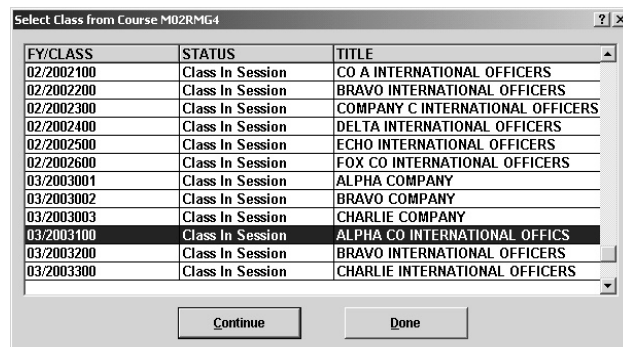


Figure 7-88. Select Class From Course

2. Select the desired class and click on **C**ontinue. The Clear Scores for a Test from Class dialog box (Figure 7-89) opens.

TESTID	TEST TITLE	TEST TYPE
0191X	TECHNIQUES OF MILITARY INSTRUCTION	Subjective Test
0321X	NBC/AV/ENG EXAMINATION	Written
0344X	COMBAT ORDERS FORMAT EXAMINATION	Subjective Test
0359X	DEFENSE EXAMINATION	Written
0368X	TACTICAL DECISION MAKING EXAMINATION	Subjective Test
0398X	OFFENSE EXAMINATION	Written
0793X	AMPHIBIOUS OPERATION EXAMINATION	Written
0930	PHYSICAL LEADERSHIP	PFT

Clear By: ☐ Class ☐ Platoon ☐ Selected Student(s)

MP TestID: N/A

Version(s): N/A

Clear

Done

"No Scores For This Test!"

Figure 7-89. Clear Scores for a Test from Class

3. Select the desired test and referring to Table 7-52, make the appropriate choices.

Table 7-52. Clear Scores for a Test from Class

ITEM	DESCRIPTION
Test ID	Non-editable field displaying the test identifier for each test that has been scored.
Test Title	Non-editable field displaying the title of the corresponding test.
Test Type	Non-editable field displaying the test type of the corresponding test.
<b>Clear By:</b>	
Class	Click on this radio button to clear the scores for all the students in the highlighted class (depending on version selected).
Platoon	Click on this radio button to clear the scores for all the students in the selected platoon. Select the platoon in the drop-down list box to the right of this button.
Untitled	Click on the desired platoon in the drop-down list box if you choose to clear scores by platoon.
Selected Student(s)	Click on this radio button to clear the scores for students selected in the succeeding dialog box. Note that if you select a specific version of the test, only students who took that version will appear in the dialog box that follows.
MP Test ID	Non-editable field displaying the identifier of the corresponding multipart test, if applicable.
Version(s)	Select the desired version(s) in the drop-down box. You may choose a specific version or all versions of the test that have been taken.
Untitled	The explanation "No Scores for this Test" appear beneath the Version(s) drop-down box when the scores for a test have been cleared. Note that the Clear button is disabled when this condition exists. No explanation exists when scores exist.

4. Refer to the appropriate choices below.
  - a. If you selected Clear by Class or Platoon, click on **Clear**. A message appears to confirm your wish to clear all scores for the selected test (including scores for challenged test items). Click on **Yes**. If the test version you selected to clear was taken only by students subsequently dropped or graduated, you will receive a message that no scores were actually cleared for this test. Otherwise, the system clears the test scores for the specified version(s) and returns you to the Clear Scores for a Test from Class dialog box (Figure 7-89). Note that the

dialog box now reflects "no scores for this test" unless there are dropped and graduated students with scores for the test.

- b. If you selected Clear by Selected Student(s), click on **Continue**. The Clear All Scores for Class selection list box (Figure 7-90) appears if you selected all versions. Otherwise, Clear Scores for Version in Class appears. Note that these list boxes are identical except in the list of students presented.

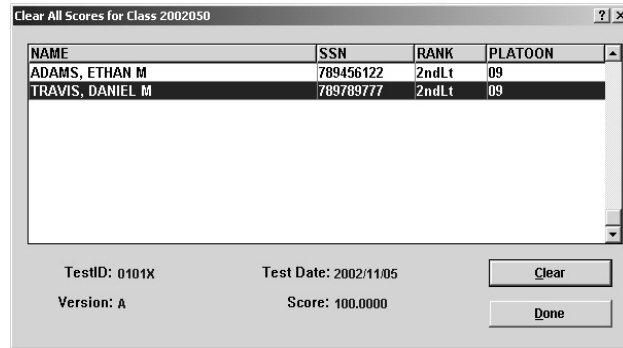


Figure 7-90. Clear All Scores for Class

- (1) Refer to Table 7-53 for an explanation of the data fields.

Table 7-53. Clear All Scores for Class

ITEM	DESCRIPTION
Name	Non-editable field displaying the name of students with scores for the selected test.
SSN	Non-editable field displaying the SSN for the corresponding selected student.
Rank	Non-editable field displaying the rank for the corresponding selected student.
Platoon	Non-editable field displaying the platoon for the corresponding selected student.
Test ID	Non-editable field displaying the test identifier for the selected test.
Test Date	Non-editable field displaying the test date for the selected test.
Version	Non-editable field displaying the test version taken by the corresponding student.
Score	Non-editable field displaying the test score for the corresponding student.

- (2) Double-click each student record for which you wish to delete the test score.
  - (3) Click on **Clear**. A message appears to confirm your wish to clear all scores for the selected student(s). Click on **Yes**. This returns you to the Clear Scores for a Test from Class dialog box (Figure 7-89). Note that the dialog box now reflects "no score for this test".
5. When you click on **Done**, a meter bar depicts the recalculation of scores.

#### 7.6.5 Clear Non-Academic Tests-Questionnaires

This option allows you to delete test scores for the selected non-academic test or questionnaire. The test or questionnaire may have been scanned or

scored manually by student responses. The option applies to a class with any status (pending, in session, graduated, or Bna uploaded).

1. From the Scoring drop-down menu (Figure 7-65), choose **Clear Test-Questionnaires**. Then choose **Non-Academic-Questionnaire**. If there are no non-academic tests or questionnaires, you receive a message so advising you. Click on **OK**. Otherwise, the Select Class From Course dialog box (Figure 7-91) opens.

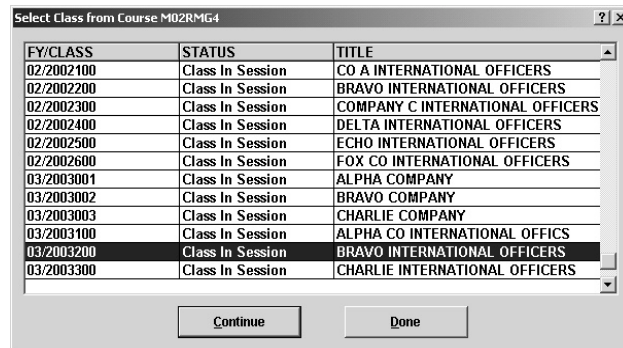


Figure 7-91. Select Class From Course

2. Select the desired class and click on **Continue**. The Clear Scores for a Test from Class selection list box (Figure 7-92) opens. Note that all fields in this selection list box are disabled.

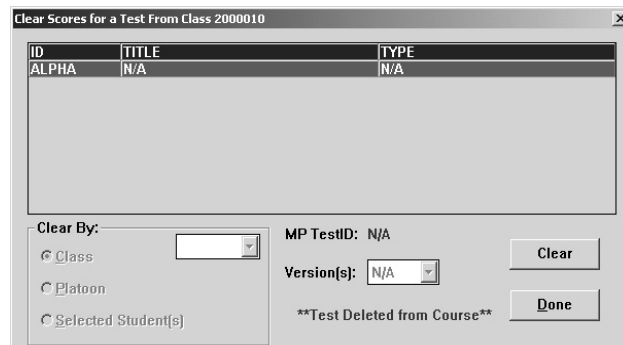


Figure 7-92. Clear Scores for a Test from Class

3. Select the desired class and click on **Clear**. A message advises you that the selected tests/questionnaires have been cleared. Click on **OK** to return to the Select Class From Course selection list box.